



H.I.R.E. Maryland Webinar

Presented by
Elisabeth Sachs
Policy Director

Maryland Department of Labor, Licensing and Regulation
May 26, 2010



DEPARTMENT OF LABOR, LICENSING AND REGULATION

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State offices will be closed May 28th and May 31st, 2010, excluding Unemployment Insurance offices which WILL be open on Friday, May 28th

H.I.R.E. MARYLAND

HIRING INCENTIVE REBATE FOR EMPLOYERS

a Job Creation Tax Credit Program

[Click here for online filing](#)

How Can the Tax Credit Help My Business?

With the Hiring Incentive Rebate for Employers, Maryland businesses may be able to save up to \$5000 by hiring certain employees into new positions.

Which Employees Qualify?

All employees must be Maryland residents hired between March 25, 2010 and December 31, 2010 and meet the following criteria:

- Individuals at the time of hire must be receiving unemployment insurance benefits or have exhausted their benefits in the previous 12 months and not working full time immediately preceding the date of hire.
- Employees must be hired into full-time, newly-created positions, or a full-time position that had been vacant for at least 6 months.

How Do I Apply?

Employers must receive certification from the Department of Labor, Licensing, and Regulation (DLLR). [Online filing is](#)



MARTIN
O'MALLEY
GOVERNOR



ANTHONY G.
BROWN
LT. GOVERNOR

Information for job seekers

FAQs

How do I find qualifying employees?

Contact your local [One-Stop Career Center](#) through to reach the business representatives in your area who are working with Unemployment Insurance (UI) claimants. Some UI claimants may also have registered with the [Maryland Workforce Exchange](#).

How can I be sure that a prospective employee is collecting or has received Unemployment Insurance?

- Upon request, most UI claimants will have a Citibank debit card with the Maryland blue crab that is issued by DLLR's Division of Unemployment Insurance or an IRS form 1099 issued by the UI Division. After an online application is received, DLLR will verify this and other information.



How Can the Tax Credit Help My Business?

With the Job Creation & Recovery Tax Credit, Maryland employers may be able to save up to \$5000 by hiring certain employees into new positions.



Which Employees Qualify?

All employees must be Maryland residents hired between March 25, 2010 and December 31, 2010 and meet the following criteria:

- ☐ Individuals at the time of hire must be receiving unemployment insurance benefits or have exhausted their benefits in the previous 12 months and not be working full time immediately preceding the date of hire.
- ☐ Employees must be hired into full-time, newly-created positions, or a full-time position that had been vacant for at least 6 months.



How do I Apply?

After an employee is hired, employers must receive certification from the Department of Labor, Licensing, and Regulation (DLLR). All applications will be processed on a first-come, first-served basis. To be eligible, employers must certify that:

- ☐ They are conducting or operating a trade or business in Maryland.
- ☐ They file a Maryland tax return or are tax-exempt under 501(c) of the Internal Revenue Code.



How do I Apply? (cont.)

The position for which they are seeking credit is:

- ☐ Full time, of indefinite duration and will remain filled for at least 12 months.
- ☐ A newly created position or was vacant for a period of at least 6 months at the time it was filled.
- ☐ Was not created through a change in ownership of a trade or business.
- ☐ Was not created as a result of an employment function being contractually shifted from one business entity to another.
- ☐ Did not displace an existing employee.
- ☐ If the position for which they are seeking credit was created through a consolidation, merger, or restructuring, the position is a net new job for the organization in the State of Maryland.



How Can I Be Sure That a Prospective Employee is Collecting or Has Received Unemployment Insurance?

Upon request, most UI claimants will have a Citibank debit card with the Maryland blue crab that is issued by DLLR's Division of Unemployment Insurance or an IRS form 1099 issued by the UI Division. After an online application is received, DLLR will verify this and other information.

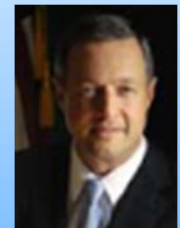




How Do I Find Qualifying Employees?

Contact your local One-Stop Career Center through www.dllr.state.md.us/county to reach the business representatives in your area who are working with Unemployment Insurance (UI) claimants. Some UI claimants may also have registered with the Maryland Workforce Exchange www.mwe.dllr.state.md.us.

Maryland Workforce Exchange



Maryland Workforce Exchange

- The Maryland Workforce Exchange (MWE) is the State's online job bank.
- Functions have been added to the MWE job order form and candidate search function.

Maryland Workforce Exchange

- Enrollment: visit www.mwejobs.com and select the employer enrollment option

The screenshot displays the Maryland Workforce Exchange website. At the top, there is a navigation bar with the Maryland Workforce Exchange logo and several service icons: Job Seeker Services, Employer Services, Events Calendar, BRAC Jobs, BWI Marshall Airport Jobs, Apprenticeship Training Jobs, Recovery Act Jobs, Veteran Jobs, Maryland State Jobs, and Labor Market Information. Below this is a secondary navigation bar with links for Welcome, About Us, Site Map, and Feedback, along with a language option for 'Ayuda en Español • Text Only'.

The main content area features the Maryland Workforce Exchange logo and the tagline 'Where Business and People Connect'. A list of services is provided, including Discover Our Services, Why Should I Enroll?, Find A Job / View Team Employers, Post Your Resume, Find Qualified Workers, Find Training, and Provider Services. To the right, there is a large image of a sailboat with a person in a red hard hat.

Below the service list, there are three main sections for user interaction:

- Enroll in Workforce Exchange Today!**: A section encouraging users to create a personal folder. It includes a 'Select To Enroll >>' dropdown menu with options: 'I am a(n) Job Seeker', 'I am a(n) Service Provider', and 'I am a(n) Employer'.
- Forgot your UserID/ Password ?**: A section for users who have forgotten their login credentials, with a 'Select your classification below.' dropdown menu.
- Already Enrolled in MWE ?**: A section for existing users to log in, featuring input fields for 'User ID' and 'Password', and a 'Login' button.

At the bottom of the page, there is a footer with links for Privacy Statement, Terms Of Use, and Submit Questions, along with a 'Service Locations' link and a 'Login' button.

Maryland Workforce Exchange

- Job Postings: simply complete the online job form
- UI Tax Credit: select “Yes” to “Employer seeking eligible UI claimant (Maryland Job Creation & Recovery Tax Credit)”
- Candidates: select “View Candidates” to locate eligible job seekers

MWE Job Order Form: Employers Identify UI Tax Credit job opportunities

License

-- or --

License Title

Tools Required ☐ Yes ☒ No

Foreign Language Skills ☐ Speak ☐ Read ☐ Write

Is there any special testing required for this job? ☐ Yes ☒ No

Typing Speed Words Per Minute

Data Entry Speed Keystrokes Per Hour

Requires Evening Work ☐ Yes ☒ No

Weekend Work ☐ Yes ☒ No

Summer Job ☐ Yes ☒ No

Internship ☒ Yes ☐ No

Apprenticeship ☐ Yes ☒ No

Is Public Transportation available to job site? ☐ Yes ☒ No

Job associated with a foreign labor application ☐ Yes ☒ No

• Job funded by American Recovery and Reinvestment Act funds ☐ Yes ☒ No

Green Job ☐ Yes ☒ No
(Energy efficiency, Waste reduction, Environmental quality)

Veteran Friendly ☐ Yes ☒ No

Employer seeking eligible UI claimant (Maryland Job Creation & Recovery Tax Credit) ☒ Yes ☐ No
















Does this Job require Security clearance?

Candidate Search: The employer's candidate list identifies qualified job seekers. UI Claimants are identified with the icon

Find Applicants Logout

Find Applicant - Results

The following 64 results were found

Viewed ▲	Candidate	Location	Education	Experience	Salary	Resume Updated Date
	PETER HAMMERER	BaltimoreCity, MD	Vocational/Technical	0 Months	No Salary Preference	02/18/2010
	MARK BLACK	Carroll, MD	1 Year - Vocation / Technical School	0 Months	No Salary Preference	01/13/2010
	JAMES TRIBBY	Carroll, MD	Associates Degree	0 Months	No Salary Preference	11/18/2009
	MICHAEL MANK	BaltimoreCounty, MD	Associates Degree	0 Months	No Salary Preference	12/22/2009
	NINA DUNCAN	BaltimoreCounty, MD	3 Years Post High School, No Degree	0 Months	No Salary Preference	03/30/2010
	HELGA McDONALD	Frederick, MD	High School Graduate	0 Months	No Salary Preference	10/12/2009
	KITRICK STEWART	BaltimoreCity, MD	General Equivalency Degree	0 Months	No Salary Preference	03/11/2010
	MELISSA BILL	Anne Arundel, MD	Bachelors Degree	0 Months	No Salary Preference	10/16/2009
	SHANICE MORGAN	BaltimoreCounty, MD	High School Graduate	0 Months	No Salary Preference	03/05/2010
	JEANNE BATEMAN	Anne Arundel, MD	Masters Degree	0 Months	No Salary Preference	11/13/2009
	SARAH FRANKLIN	Prince George's, MD	Masters Degree	0 Months	No Salary Preference	03/01/2010
	JUDITH DOLEHANTY	BaltimoreCounty, MD	Bachelors Degree	0 Months	No Salary Preference	03/16/2010
	BRANDY RITCHEY	Allegany, MD	2 Years Post High School, No Degree	0 Months	No Salary Preference	11/23/2009
	NICOLE SOLOMON	BaltimoreCounty, MD	High School Graduate	0 Months	No Salary Preference	01/22/2009
	SAM PRIPSTEIN	BaltimoreCounty, MD	Bachelors Degree	0 Months	No Salary Preference	05/02/2010

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Public Job Order: The jobseeker's view of the job order indicates the employer's desire to participate in the Tax Credit program

Job Title	PROGRAM DIRECTOR
Job Order Number	MD1047169
Requisition Number	N/A
Post Date	05/02/2010
Occupation	Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.
Job Summary	TO DESIGN A PROGRAM FOR CHILDREN AND ADULTS WITH A DISABILITIES, TO LEARN COMMUNICATION SKILLS WITH COMMUNICATION DEVICES.
Job Location	Baltimore, Maryland 21201
County	BaltimoreCity
Salary	\$9.00 / Hour
Pay On Commission	No
Hours Per Week	32
Duration	Full Time Regular (Over 150 Days) Days
Educational Degree	
Occupation Experience	1 Month(s) of Experience as Computer Programmers
License/Certification Required	
Tools Required	No
Foreign Language Skills	
Testing Required	N/A
Minimum Typing	N/A
Minimum Data Entry Speed	N/A
Requires Evening Work	No
Requires Weekend Work	No
Summer	No
Shift	Day
Is Public Transportation available to job site?	No
Security Clearance Level	
Employer seeking eligible UI claimant (Maryland Job Creation & Recovery Tax Credit)	Yes

[Print](#) [New Search](#) [Enroll on the MWE Today](#)

H.I.R.E. Online Filing



JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

Please provide the following information.

Employer Federal ID Number (EIN) (9 digits; Ex. 999999999)

Employee Social Security Number (9 digits; Ex. 999999999)

Date of Hire (8 digits; Ex. Enter July 1, 2010 as 07012010)

ERROR MESSAGES:

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

We do not have a record of your business having an unemployment insurance account. If you need to set up an account, or have a question about your FEIN, please call 410-767-2414.

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

This employee does not qualify

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

EMPLOYER INFORMATION

Please provide the following information regarding your company.

Employer Name (Company)

Employer Street Address

Employer Street Address cont'd

Employer City

Employer State Employer Zip Code (5 digits; Ex. 21201)

Employer Telephone (10 digits, ex: 3019999999)

Employer Federal ID Number (EIN) 521495699

Are you conducting a trade or business in the State of Maryland and filing Maryland income tax returns? ☐ Yes ☐ No

If not, are you an organization operating in the State of Maryland that is exempt from taxation under § 501(c) of the Internal Revenue Code? ☐ Yes ☐ No

SECTION 2: EMPLOYEE INFORMATION

QUALIFIED EMPLOYEE INFORMATION

Please provide the following information regarding the individual hired into the position for which you are seeking credit.

Employee Name

Social Security Number 056-44-5281

Date of Hire 05/22/2010

Position

Date wages first paid (8 digits; Ex. Enter July 1, 2010 as 07012010)

Hourly wage/salary

Was the individual working full time immediately preceding the date of hire? ☐ Yes ☐ No

SECTION 3: POSITION INFORMATION

QUALIFIED POSITION INFORMATION

Please provide the following information regarding the position for which you are seeking credit.

Is the position full time? ☐ Yes ☐ No

Is the position located in the State of Maryland? ☐ Yes ☐ No

Does the position require the services of an employee for an indefinite duration without interruption for a period of twelve (12) months or more? ☐ Yes ☐ No

Is the position newly created? ☐ Yes ☐ No

If the position is not newly created, was it vacant for a period of at least six (6) months at the time it was filled? ☐ Yes ☐ No

Was the position created through a change in ownership of a trade or business? ☐ Yes ☐ No

Was the position created through a consolidation, merger or restructuring? ☐ Yes ☐ No

If you responded yes, was the position a net new job for your organization in the State of Maryland? ☐ Yes ☐ No

Was the position created as a result of an employment function being contractually shifted from one business entity to another business entity? ☐ Yes ☐ No

Was an existing employee displaced in order to create this position? ☐ Yes ☐ No

SECTION 4: EMPLOYER CONTACT INFORMATION

I certify under penalty of perjury that this information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification.

Employer or Representative Name

Employer or Representative's E-Mail Address

[Close Form](#)

SUMMARY

[Close Form](#)

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION SUMMARY

Please review all of your answers for accuracy. This is a final submission for this employee. When you press the "SUBMIT THIS APPLICATION" button, your application will be considered complete and final. If you need to return to the form to edit or change one of the answers, click the "EDIT THIS APPLICATION" button. If you do not want to continue with this application, click the "Close Form" link.

EMPLOYER INFORMATION

Employer Name (Company):

Employer Street Address:

Employer Street Address cont'd:

Employer City:

Employer State:

Employer Zip Code:

E I certify under penalty of perjury that this information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification.

Employer or Representative Name:

Employer or Representative's E-Mail Address:

After you submit the claim, you will receive a processing number and have the ability to print the page.

[EDIT THIS APPLICATION](#)

[SUBMIT THIS APPLICATION](#)

[Close Form](#)

DETERMINATION

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

Thank you for submitting your application for the Job Creation & Recovery Tax Credit. Based on the information you have submitted, the position for which you are seeking credit and the employee hired into that position meet the eligibility requirements necessary to proceed with claiming the credit on your Maryland State tax return.

Your processing number is JCRTCEA040045. Please print this page for



DLLR TAX CREDIT PROGRAM
1100 N. EUTAW STREET, RM. 201-203
BALTIMORE, MARYLAND 21201

June 1, 2010

CERTIFICATE

MARYLAND JOB CREATION AND RECOVERY TAX CREDIT

FINAL CERTIFICATE OF APPROVAL

Employer «EmployerName» has requested approval by the Department of Labor, Licensing and Regulation (the Department) to claim the Job Creation and Recovery Tax Credit.

On behalf of the Department of Labor, Licensing and Regulation, based on the information provided to me by the Employer, I hereby certify that the Employer:

- Is a "Qualified Employer" pursuant to the Job Creation and Recovery Tax Credit;
- Submitted a complete and approved application to the Department to Receive the Job Creation and Recovery Tax Credit;
- Has created a "Qualified Position" filled by «EmployeeName», «EmployeeSSN», a "Qualified Employee."

Since the Employer has satisfied the above and the other criteria set forth in the Job Creation Tax Credit Bill, the Employer is eligible for \$5,000 in Maryland Job Creation and Recovery Tax Credits. For any "Qualified Position" that is vacated for any reason within 12 months of creation, the "Qualified Employer" must file an amended application to receive a prorated credit for the initial "Qualified Employee" and to receive a credit for a replacement "Qualified Employee." In addition, to be eligible for the credit, even if certified, the "Qualified Employer" cannot be delinquent in the payment of unemployment insurance contributions, state income taxes, withholding taxes, or other debt or delinquent accounts due to the state.

JOB CREATION AND RECOVERY TAX CREDIT EMPLOYER APPLICATION

Your application was successfully submitted for processing BUT DOES NOT QUALIFY FOR THE TAX CREDIT. Your processing number is JCRTCEA524057. Please print this page for your records.

Alexander M. Sanchez

Key Points

- ☐ Seek out eligible employees through MWE and the Business Service Reps at your local one-stop career center.
- ☐ Ask prospective hires to show you their UI debit card with the blue crab.
- ☐ File online AFTER you have hired the employee.
- ☐ For online filing, enter data carefully and review your answers before pressing submit.
- ☐ Please call or email us with questions or clarifications as you go through this process – from hiring to filing



If you have specific questions after this webinar concludes,
please email taxcredit@dlr.state.md.us or
call (410) 767-2996.

